



COUNTY OF MONTGOMERY

EMPLOYEE EXIT CHECKLIST

(To be completed by Department and returned to Human Resources)

Employee Name _____ Department _____
Last Date Worked _____

Check off and initial when completed

_____ Department/Agency

_____ Manager or Director

- _____ Turn in keys (if applicable)
- _____ Turn in Govt. Center Badge (if applicable)
- _____ Turn in other County ID card (if applicable)
- _____ Turn in uniform/safety shoes (if applicable)
- _____ Turn in County credit card (if applicable)
- _____ Turn in County cell phone (if applicable)
- _____ **Complete Termination Change of Status form**
- _____ Instruct employee to set an exit interview with HR

_____ Human Resources Will

- _____ Verify that Change of Status form has been received
- _____ Exit Interview conducted (if not mail paperwork)
- _____ Ask Chris Coleman to delete from montva.com (if applicable)
- _____ Make changes in Benefit Enrollment F/M
- _____ Delete employee from Monty
- _____ Notify IMS to terminate Munis and computer privileges
- _____ Notify Steve Phillips
- _____ QEN (COBRA) – FT & PT Classified & Board Member
- _____ VRS Change of Address and Election form (Form 3A)
- _____ FBA Notification of Termination form – Flexible Benefits
- _____ HSA notification, if applicable
- _____ Health insurance
- _____ Dental insurance
- _____ Optional Vision insurance
- _____ 401(k); 457 Investments – ICMA website
- _____ Retiree Continuation of Benefits form (if applicable)
- _____ Optional Life insurance (if applicable) – Minnesota Life
- _____ Optional Whole Life insurance - Kanawha
- _____ VEST 529 College Savings (if applicable)
- _____ Pre-paid Legal Services (if applicable)
- _____ United Way Pledge is satisfied (if applicable)
- _____ Weight Watchers is satisfied (if applicable)
- _____ Have employee contact Genworth LTC and/or AFLAC
- _____ Pull I-9 form from folder
- _____ Remove from DMV Monitor list